

**Exeter Public Library  
Trustees Meeting  
May 15, 2018**

Present: L. Haslam, M. LaFreniere, D. Leonard, M. McEntee, J. Peschel, B. Young, L. Wilson, L. Wyskiel, H. Godino

Absent: S. Canty

**Call to Order:** 6:30

Barbara opened the meeting with a roll call.

**Correspondence:** Barbara received a thank you letter from Lisa Wilson. Hope received a letter of appreciation from a grandmother who thanked the staff for buying a particular book series.

**Minutes:** The minutes of the March meeting were accepted with two corrections to the Bylaws. One was an incorrect date for an update to the Bylaws. The other was a change in the way the Bylaws read having to do with a list of possible Trustees if one resigns. The Trustees voted to change the wording to *"The Board may keep a list of available candidates who are supportive of the Library and might be willing to serve on the Board of Trustees, in order to suggest replacements to the Selectmen. The list may be compiled and updated annually, following town elections, and may be assembled as such: ...."* Both of these changes will be made.

**Director's Report:**

Family Story Times for all ages are held every Monday & Thursday at 11:00 am and are going very well and enjoyed by all! Preschool Storytime for ages 3 yrs. old & up are held every Tuesday and Wednesday at 10:00 am and 2:00 pm.

Open art is every Monday and Friday from 11:30-4:30 pm and is open to all ages. Materials and instructions are provided.

Planning has started for 2018 summer reading program, LIBRARIES ROCK!

During school vacation week we had huge attendance for the scavenger hunt, story times, crafts, movies, and sewing.

On May 5, we hosted an art project making paper butterflies in coordination with YMCA for healthy children's day.

EPL LOVES YA hosted a Star Wars Day in honor of May the 4<sup>th</sup> Be With You Day, and also a Veggie Game event with food trivia and a blind vegetable taste test. We will host a movie screening, bookmark making class and a scavenger hunt in May. Our final EPL LOVES YA until fall will be on June 14<sup>th</sup>. Summer reading for teens will begin after school ends for the summer.

Coming up the last week of June is Harry Potter Week with a family Harry Potter Trivia Night on June 28<sup>th</sup> at 4 pm, a Harry Potter and the Sorcerer's Stone Family Movie on June 26<sup>th</sup> at 1:00 pm and the Harry Potter Picnic 11-2 pm on June 27<sup>th</sup>.

For the Evening Book Group, we are sponsoring a speaking event with Tom Ryan author of the book Finding Atticus and our current book selection, Will's Red Coat, on June 13 at 6:30 pm in the meeting room. In May the group read In the Great Green Room, a biography of children's book author, Margaret Wise Brown. The Morning Book Group will discuss The Handmaid's Tale on May 16<sup>th</sup> and on May 23 a movie viewing open to all library patrons and hosted by the Morning Book Group will be screened at 10:00 am. In June the group will read The Trespasser.

The NHLTA conference for 2018 emphasized seeking out your library's strengths and promoting the library in the community.

- Fundraising 411: the presenter explained that all library staff, including the director should not be out in the community asking for donations. The Board of Trustees should be the ones to ask for donations and two Trustees should go together when asking for large donations. But until the library can show that the town supports the project, large donors will not make any promises of support. Also, don't ask for a small amount of money from a donor who may be more likely to give a bigger donation, know your donors.
- Creating Smart Spaces for Active Learning: This program gave great feedback on how to inspire library users who don't read to learn but are either Kinesthetic (hands on learners), Visual or Auditory learners.
- The Hopeful Workplace: This one concerned looking at what you do well (both staff members and as a library as a whole) and see how you can grow your strength to better serve patrons. Don't do something just because another library is doing it; know your community. The book is not dead especially children's books, children seem to prefer "real books" to reading them on a screen. He recommended giving positive input and never play the blame game with any employee. It was suggested asking both staff and trustees why they work in the library or why they are trustees and how they benefit the library now and in the future.
- I Didn't Know Libraries Do That!: This was a quick survey of unique programming libraries were undergoing across the country. The presenter emphasized looking to the community. What is already being done, where can we collaborate, where can we fill in a need. I thought that instead of a traditional maker space, the "try something" bag campaign was a great idea. Have kits with introductions to crafts and activities (stargazing, music, knitting, fly fishing, knots) to checkout to try was a great way to excite hands on learners.
- Marketing Your Library: Branding the library with a logo reflects your mission and vision. Three important questions were asked of us to think about to start the journey of branding "Why does your library matters to your community?" What would be lost if the library did not exist?" What emotions do you want people to feel when they hear the story?"

- Managing the Money: This discussion concerned the fact that the entire Board of Trustees has the fiduciary responsibility for library funds.
- Martha asked if the various NHLTA presentations could be put on the Trustee's webpage. Hope will look into that.
- Barbara went to a program on how to run a legal meeting. She reiterated that all library business must happen during a legal meeting, one that has been posted in two places. Decisions cannot be made by email or on the phone. Our meetings are posted on the website and at the library.

Tech Teach is going strong with many new patrons seeking help with their devices.

We continue to show movies on the first and third Mondays of the month alternating a newly released movie with a classic film.

The Friends met on Tuesday May 8. Their next meeting is Tuesday June 12 at 6:30 pm. They are planning a welcome to new Friends Publicity Tea on the morning of Tuesday, June 5<sup>th</sup>. This will happen in the library and they hope to encourage more people to join. They will have a table at the Farmers' Markets at Swasey Parkway and will also be at the TEAM Music Fest on Saturday May 19. We are providing them with an art project, making bookmarks for the kids. The Friends want to raise fund for the Riverwalk.

All our programs are free and open to the public

#### **Operating Statement:**

- Hope explained that the town does not have an accurate accounting of salaries and benefits yet as they are still working at getting a new software system.
- Hope said that the custodial fee is only charged to a group if that group meeting continues on until after 8 pm. The charge is for a staff member to return to the library to make sure the building is locked up.
- The Operating Statement was accepted.

#### **Building, Grounds and Technology:**

- Hope has scheduled a meeting on Thursday with Russ Dean, Darren Winham and Bill Shupe concerning parking at the library.

#### **Finance and Fundraising:**

- Jim passed out a list of the library's assets. He thinks that \$230,000 could be used for the renovation. The Trustees agreed. Hope suggested that they add that information to the Annual Appeal letter.
- He suggested that we ask Lara Bricker if she could do a series of interviews with the Trustees, similar to those she has done for the Coop Middle School.
- Leslie asked what we could do differently next year to promote the renovation. Hope said that she had asked the architects to help out with places where we could save money. Also, she suggested changing the wording from expansion to renovation. The money from the Riverwalk could be removed since the Friends were taking over that

task. She also thinks that we need to tell the residents what is really happening to our roof and decks.

- Hope feels that she needs to keep \$25,000 to \$30,000 for emergencies. The Trustees agreed.
- Martha suggested that the Trustees find a way to break the old Trust Funds so the money could be used for the renovation. She will look into this.

**Long Range Plan:** -0-

**Social:** Lisa reported that the staff appreciation luncheon will be on June 22.

**Personnel and Policy:**

- Martha, Leslie and Barbara reported on their meeting to discuss evaluating a director. They feel that the evaluation needs to be different if the director is new or if the director is experienced. Since we now have an experienced director, they need to make the evaluation fit.
- Martha suggested a goal-oriented approach. She suggested that they use Hope's goals and a timeline to evaluate her next year.
- Martha handed out information for the Trustees to read for next meeting.
- Leslie said she did not want to burden Hope with more work.
- Hope said that her goals are all important; she cannot prioritize them. She feels that she gives a report at each Trustees' meeting. She tells them then what she has accomplished that month. She also said that the evaluation does not have to happen in the fall. It can occur any time during the year. The fall is a very busy time.

**Friends:** The Friends' Tea will be held on June 5. There will be two times, 10 am – 11 am and 2 pm – 3 pm.

**Continuing Business:**

- The Trustees will take responsibility for the new Trustee orientation. Martha, Barbara and Laura will meet and report back at the next meeting.
- Jim feels that the entire Financial Policy needs to be rewritten, removing procedures from policy. He will send his suggestions to the Trustees. He feels that the trustees should read the policy, make their suggestions and be ready to discuss this at the next meeting.

**New Business:**

- Jim feels that the library should participate in the Local Business and Engagement Program this spring and summer. He will contact Darren Winham.

The meeting was adjourned at 7:53 pm. **The next meeting will be June 19 at 6:30 pm.**

**Pam Darlington**